

Annual Alternate Assessment Mentor Training

Aran Felix, Program Manager, EED

Kim Sherman, Project Manager, DRA

October 26 & 27, 2008, Anchorage, Alaska



Goals of this training:

1. Prepare new mentors and experienced mentors to train district personnel to become Qualified Assessors
2. Provide mentors with updates and relevant information
3. Provide mentors with strategies to train their protégés to administer alternate assessments that maintain fidelity to administration and scoring rules and accurately reflect student scores
4. Receive program evaluation and recommendations to improve the Alternate Assessment program.

- Test Security Assurance –
- Promise to complete all training and then test
- Promise to keep test documents confidential
- Mentors: Promise to keep EOA/Proficiency confidential.

Training Protégés

- Enhanced supporting documents
- Focus on particular issues
 - ELOS
 - CLS, CWS
- Practice in Student Demographic & Data Entry
- Enhanced data and reports for QTs

Overview and Orientation

- Navigation Guidance
- Enhanced online training & resources

Navigation Guidance

Alaska Alternate Assessment

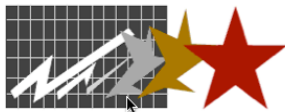
dra.test.QT@gmail.com Logout
Home 10/24/2009 6:00 pm

Home Training Proficiency Materials Data Entry Reports Admin Account

Training

The system tracks progress by adding a green check mark in the Status column as training sections are completed. This green check mark will not appear until you select the "Mark this area complete" box after completing training for the specific task.

Content Area	Status
■ Navigating through the training site	
■ Glossary	
■ Overview of the Alaska Alternate Assessment	
■ Legal Requirements	
■ Which Students?	



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Navigation Guidance

Alaska Alternate Assessment

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[Training](#) > Navigating through the training site

Navigating through the training siteNext ➡

If you are new to online training, the document "Navigate Guidance" (below) provides guidance for navigating through this site and explains the tools that are available to you.

You may print this document. First, be sure you have Adobe Acrobat installed on your computer. Acrobat is a free program. Find an appropriate version for your computer and operating system by googling "Adobe Acrobat Reader." If you are using a school computer, you may already have Adobe Acrobat Reader installed, or you may need assistance from your school's technology department in installing software.

Once you open the document, you can print it by selecting Control-P.

[Navigating Guidance Document](#)

Content Area	Status
■ Navigating through the trainin...	
■ Glossary	
■ Overview of the Alaska Alterna...	
■ Legal Requirements	
■ Which Students?	
■ Guidance for IEP teams	
■ Alternate Achievement Standard...	
■ Qualified Assessor and Qualifi...	
■ Qualified Assessor	
■ Qualified Mentor-Trainer	

Navigating through Training

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Home 10/24/2009 6:04 pm

[Home](#) **[Training](#)** [Proficiency](#) [Materials](#) [Data Entry](#) [Reports](#) [Admin](#) [Account](#)

[Training](#) > Legal Requirements

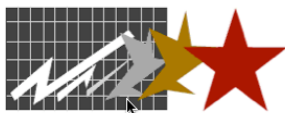
[Previous](#) **Legal Requirements** [Next](#)

Legal Requirements

The federal requirement for states to develop alternate assessments first appeared in the Individuals with Disabilities Education Act Amendments of 1997 (IDEA 97). In 2002, the No Child Left Behind legislation (NCLB) was signed into law. First enacted in 1965, NCLB is the 2002 reauthorization of the Elementary and Secondary Education Act (ESEA). NCLB created a stronger accountability system for states to meet the requirements of ESEA.

The purpose of the December 9, 2003 regulation was to ensure that students with the most significant cognitive disabilities are fully included in State accountability systems and have access to challenging instruction linked to State content standards. Several critical elements in Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB), are designed to ensure that schools are held accountable for educational results so that each and every student can have the opportunity to achieve high standards. State assessments are the NCLB mechanism for determining whether schools have been successful in teaching students the knowledge and skills defined by the content standards.

Content Area	Status
■ Navigating through the trainin...	✓
■ Glossary	✓
■ Overview of the Alaska Alterna...	✓
■ Legal Requirements	
■ Which Students?	
■ Guidance for IEP teams	
■ Alternate Achievement Standard...	
■ Qualified Assessor and Qualifi...	
■ Qualified Assessor	
■ Qualified Mentor-Trainer	



OR

Alaska Alternate Assessment

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Home 10/24/2009 6:04 pm

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Training

The system tracks progress by adding a green check mark in the Status column as training sections are completed. This green check mark will not appear until you select the "Mark this area complete" box after completing training for the specific task.

Content Area	Status
■ Navigating through the training site	✓
■ Glossary	✓
■ Overview of the Alaska Alternate Assessment	✓
■ Legal Requirements	
■ Which Students?	

Training / Testing Schedule

Train through Math Scoring, then take the Administration Proficiency Test.





Then complete one subject area, take the proficiency test, and so on.

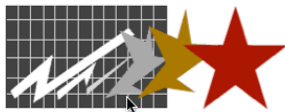
The State of Alaska also has statutes and regulations guiding the administration of assessments and alternate assessments specifically:	■ Administering the Alternate As...
AS 14.07.020. Duties of the department. This law outlines the requirements of the department of education including in section (1) the development performance standards and in section (2) the development of a comprehensive system of student assessments.	■ Reasons Not Tested
AS 14.03.075. Secondary student competency testing. This law explains the requirements for receiving a high school diploma or a certificate of achievement.	■ Accommodations
4 AAC 06.710 (4). Statewide student assessment system. Section (4) requires establishment of an alternate assessment.	■ Reinforcement During Test Admi...
4 AAC 06.775 (b). Statewide assessment program for students with disabilities. Section (b) requires establishment of alternate assessments based on alternate performance (achievement) standards.	■ Student Positioning, Materials...
4 AAC 06.820 (b) (c). Participation. Section (b) maintains that schools and districts may not systematically exclude students from assessments. Section (c) requires that students who take alternate assessments will be included in calculating the participation rates.	■ Not Administered - Inappropria...
	■ Expanded Levels of Support (EL...
	■ Three Task Three Item Minimum ...
	■ Status of Data Entry
	■ Scoring
	■ Reading Scoring
	■ Writing Scoring
	■ Science Scoring
	■ Math Scoring
	■ Reading Training 1
	■ Reading Training 2
	■ Reading Training 3
	■ Reading Training 4

Proficiency List

Proficiency Tests

Welcome to the scoring proficiency test. If you do not pass on your first attempt, there is a second set of questions available. If you do not pass on your second attempt, you will need to have the test "reset" for you to continue testing. A green check mark will appear when you have passed the test.

Proficiency Tests	Proficiency	
	Attempts	Status
Take Administration Proficiency Test	0 Attempts	
Take Reading Proficiency Test	0 Attempts	Reading Video Transcripts 
Take Math Proficiency Test	0 Attempts	Math Video Transcripts 
Take Writing Proficiency Test	0 Attempts	Writing Video Transcripts 
Take Science Proficiency Test	0 Attempts	Science Video Transcripts 



Enhanced supporting documents


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Home Training Proficiency Materials Data Entry Reports Admin Account

[Training](#) > Math Training 1 [Edit this Page](#)

[Previous](#) Math Training 1 [Next](#)



Size: 320 | 480

FULL SCREEN

- [Scoring Protocol](#)
- [Student Materials](#)
- [Answers](#)
- [Explanation of Answers](#)
- [Transcript of all Math Training Videos](#)

Content Area	Status
■ Navigating through the trainin...	✓
■ Glossary	✓
■ Overview of the Alaska Alterna...	✓
■ Legal Requirements	✓
■ Which Students?	✓
■ Guidance for IEP teams	✓
■ Alternate Achievement Standard...	✓
■ Qualified Assessor and Qualifi...	✓
■ Qualified Assessor	✓

- The 'Answers' documents show how DRA & EED scored the demonstration task
- The 'Explanation of Answers' documents provide an explanation of the scoring
- Mentors have access to the complete set of supporting documents (hard copy and online)

Focus on ELOS

Alternate Assessment Training - ...

The ELOS tasks progress from simple to more difficult. Using professional judgment and knowledge of the student's abilities, the Qualified Assessor selects three appropriate ELOS tasks and administers all five items in each task assigning scores one (1) through four (4) as defined in the Levels of Independence Scoring Rubric. If the Qualified Assessor feels that a student may already have the skill a specific task measures, the assessor may mark that task as A-Already has this skill, and select a different task to begin the assessment, and continuing for a total of a minimum of three tasks, 15 items. If after beginning a more difficult task, the student receives a score of five (5) or fewer, the assessor should return to an earlier task in the sequence in order to provide the student every opportunity to show what they know and can do.

Additional levels of support (listed below) are designed to bring the student to success. Start with the least amount of additional support (the assessor asks the question and waits for the student to respond), and introduce successively greater amounts of support. An accommodation of drawing the student's attention to the page, by pointing in general to the answer choices is not considered a gestural support. When an assessor points to the correct answer ("Which one is the math problem" -- "This one (pointing to the math problem) is the math problem. Can you point to the math problem") is a gestural ELOS.

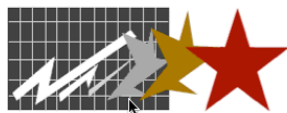
ELOS Scores:

- 1- Full physical contact for response
- 2- Partial physical contact for response
- 3- Visual, Verbal, and/or Gestural Prompts
- 4- Independent: No contact and no prompting

Assigning other codes:

A-Already has this skill - If the Qualified Assessor feels that a student has the skill that a specific task measures, the assessor should mark that task as *Already has this skill*, and select a different task to begin the assessment, and continue for a total of 3 tasks-15 items. *A-Already has this skill* will not be accepted as fulfilling the three task fifteen

- Alternate Achievement Standard... ✓
- Qualified Assessor and Qualifi... ✓
- Qualified Assessor ✓
- Qualified Mentor-Trainer ✓
- Test Security ✓
- Alternate Assessment Test Wind... ✓
- Policy and Guidance ✓
- Administering the Alternate As... ✓
- Reasons Not Tested ✓
- Accommodations ✓
- Reinforcement During Test Admi... ✓
- Student Positioning, Materials... ✓
- Not Administered - Inappropria... ✓
- Expanded Levels of Support (EL... ✓
- Three Task Three Item Minimum ... ✓
- Status of Data Entry ✓
- Scoring ✓
- Reading Scoring ✓
- Writing Scoring ✓



Level 4 versus Level 3

Additional levels of support are designed to bring the student to success.

An accommodation of drawing the student's attention to the page, by pointing in general to the answer choices is not considered a gestural support.

A gestural support (Level 3) is when an assessor points to the correct answer – "Which one is the math problem" vs "This one (pointing to the math problem) is the math problem. Can you point to the math problem?"

3 X 3 Rule

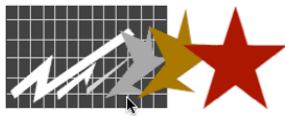
Examples of Student Testing Outcomes Related to ELOS Decisions

Following are patterns of responses for two illustrative students across a number of items and tasks.

Student 1	Student 2
Task 1: 0,0,0 Task 2: 0,0,0 Task 3: 0,0,0	Task 1: 1,0,0 Task 2: 0,0,1 Task 3: 0,0,0 Task 4: 0,0,0 Task 5: 0,0,0
Appropriate to administer ELOS	Appropriate to administer ELOS

In both cases below, the student should NOT be given the ELOS until more additional tasks are given.

Student 1	Student 2
Task 1: 0,0,0 Task 2: 0,0,1 Task 3: 0,0,0	Tasks 1, 2, and 3 include various 0s and 1s Task 3: 1,1,1 Task 4: 0,0,0 Task 5: 0,0,0
This student needs 2 more tasks (with 3 consecutive zeros) before moving to ELOS	This student needs 1 more task (with 3 consecutive zeros) before moving to ELOS
Task 4: 1,1,1,0,0,0 Task 5: 1,0,0,0	Task 6: 1,1,0,0,0
Now it is appropriate to administer the ELOS if the QA wants to find out more information about the student's skills	Now it is appropriate to administer the ELOS if the QA wants to find out more information about the student's skills



Focus on CLS & CWS

- CLS: Consecutive, correct letters
 - Not reversed
 - Capitalized if required, lower case if not required
- CWS: Consecutive, correctly spelled words which form a sentence
 - First letter capitalized
 - Ending punctuation

Student Demographic & Data Entry

Changes:

- Scoring protocol review sheet
- Flight Check
- Materials Preparation
- Allowable accommodations per test
- Submit data button
- Record complete button

Student Demographic & Data Entry

- May practice student and test score data entry
- All Student data will be wiped on DATE
- Enter all students name and demographic information on your caseload into the online data entry system by DATE
- After administering the assessments, complete data entry of student scores
- Data Entry of student scores must be complete by end of test window -- DATE

Student Demographic & Data Entry

The screenshot shows a web browser window with the title "Alaska Alternate Assessment - Data Entry". The address bar displays the URL "http://ak.k12test.com/teachers/auth/data_entry/". The browser's toolbar includes navigation buttons and a search bar with the text "Google". Below the toolbar, a row of links includes "UO", "UOmail", "iGoogle", "Gmail", "Yahoo!", "Living Peacefully...", "Facebook", "anagrams", "Farm", "OTBC", "Family (346)", and "Entertainment". A second row of links includes "Gmail", "(1 unread) Yahoo! Mail, kim.renew", and "Alaska Alternate Assessment - D...".

The main content area has a blue header with the text "Alaska Alternate Assessment" on the left and user information on the right: "kim.dra.eed@gmail.com", "Logout", "Home", "10/23/2009 8:34 pm". Below the header is a navigation bar with buttons for "Home", "Training", "Proficiency", "Materials", "Data Entry" (which is highlighted), "Reports", "Admin", and "Account".

Under the "Data Entry" button, the section is titled "Data Entry". It contains the text "Click on one of the following links." followed by a "Note": "From September 25th, 2009 - January 29th, 2010, the Data Entry section will be available only for use with example data and training. On January 29th, all data entry records will be deleted." Below the note are two links: "Student Setup" and "Enter Scores".

The "Student Setup" link is highlighted with a black rectangular box. Below it is the text "Enter your students' information." The "Enter Scores" link is followed by the text "Once students have completed testing, enter their scores into the website."

Student Setup

Alternate Assessment Training - ... Alaska Alternate Assessment - St...

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Home 10/24/2009 3:58 pm

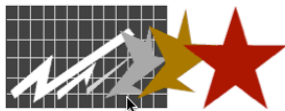
Home Training Proficiency Materials **Data Entry** Reports Admin Account

Data Entry > Student Setup

Add your students by clicking the Add Student button below. You can edit existing student information by clicking the edit link next to each student's name.

Note: It is *very important* that each student's grade is entered correctly. Students in different grades will take different tests, and the Data Entry screens correspond with each grade specific test.

State ID	First Name	Last Name ▲	
999	Lana	Lang	<div>Add Student edit / delete edit / delete</div>
999	Millie	Pickett	



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Add Student

Alternate Assessment Training - ... Alaska Alternate Assessment - St...

Home Training Proficiency Materials **Data Entry** Reports Admin Account

[Data Entry](#) > Student Setup

Add your students by clicking the Add Student button below. You can edit existing student information by clicking the edit link next to each student's name.

Note: It is *very important* that each student's grade is entered correctly. Students in different grades will take different tests, and the Data Entry screens correspond with each grade specific test.

State ID	First Name	Last Name ▲	
999	Lana	Lang	edit / delete
999	Millie	Pickett	edit / delete

State ID: First: Last: adding

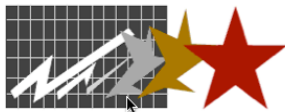
District ID: Middle: Suffix:

Grade:

District:

School:

Birthdate:



Dates to remember...

Practice student demographic and practice test score entry until February 1, 2010.

ALL Data in the system will be erased on February 2, 2010.

Between February 2 and March 15, enter student demographic information into “Student Setup.”

QTs: Check your protégé’s Student Setup progress through Reports.

Alaska Alternate Assessment – Data Entry

http://ak.k12test.com/teachers/auth/data_entry/ Google

UO UOmail iGoogle Gmail Yahoo! Living Peacefully... Facebook anagrams Farm OTBC Family (346) Entertainment

Gmail (1 unread) Yahoo! Mail, kim.renew Alaska Alternate Assessment – D...

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Home 10/23/2009 8:34 pm

Home Training Proficiency Materials **Data Entry** Reports Admin Account

Data Entry

Click on one of the following links.

Note: From September 25th, 2009 - January 29th, 2010, the Data Entry section will be available only for use with example data and training. On January 29th, all data entry records will be deleted.

[Student Setup](#)
Enter your students' information.

[Enter Scores](#)
Once students have completed testing, enter their scores into the website.

Reasons Not Tested

Alternate Assessment Training - ... Alaska Alternate Assessment - Se...

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Home Training Proficiency Materials **Data Entry** Reports Admin Account

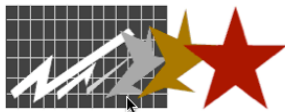
Data Entry > Enter Scores

Each row in the table below represents a student's record. Each subject column has a drop-down menu, with the default indicating that the student was tested in the corresponding subject area. If testing was not administered to the student, select the reason why it was not administered from the menu under any subject heading.

To enter scores for the student, click the link below the drop-down menu, for example "Enter Reading".

When you are completely finished with a student record, you must mark the record as complete by choosing the appropriate status in the Data Entry Status drop-down box in the right-hand column. To mark the record complete you must have entered data for each subject or given a reason why the test wasn't administered.

Student Name ▲	Grade	Data Entry Status	Reading	Writing	Math	Science
Lang, Lana	3	Save, Still Entering Data ▼	Reading Tested ▼ ✓ Enter Reading	Writing Tested ▼ ↳ Enter Writing	Math Tested ▼ ↳ Enter Math	No Science for Grade 3
Pickett, Millie	5	Done, Submit to EED ▼	Absent ▼	Absent ▼	Absent ▼	No Science for Grade 5



Reasons Not Tested

- Absent
- IEP Change
- Late Entry
- Long Term Illness
- Suspension
- Other

Enter Scores

Alternate Assessment Training - ... Alaska Alternate Assessment - Sc...

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Home Training Proficiency Materials **Data Entry** Reports Admin Account

[Data Entry](#) > [Enter Scores](#) > Writing Scores for Lana Lang

Begin entering the scores this student received on the Alternate Assessment until you reach the section where you switched over to the ELOS test. Then scroll down this page until you see the ELOS Data Entry section, and enter the student's ELOS scores. When you are finished click the Save Data button at the top or bottom of this page.

When you are finished, click the Save Data button here or at the bottom of the page:

Assessor Name

Date of Assessment

Teacher Name

Accommodations or AT Used? ☐ Yes ☒ No

Typewriter Entry Option

Alternate Assessment Training - ... Alaska Alternate Assessment - Sc...


Teacher Name: Kim Sherman (ALT)

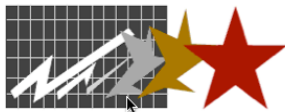
Accommodations or AT Used? ☐ Yes ☒ No

Alternate Assessment Data Entry, Writing, Grade 3

1.34A - Copy Letters - Scoring

1.	0	1	2
2.	0	1	2
3.	0	1	2
4.	0	1	2
5.	0	1	2
6.	0	1	2
7.	0	1	2
8.	0	1	2
9.	0	1	2
10.	0	1	2


[On](#) | **off** Keyboard Support



Typewriter Option


Alaska Alternate Assessment - Sc... TeamViewer - Free Remote Acces...

Alternate Assessment Data Entry, Writing, Grade 3

1.34A - Copy Letters - Scoring

1.	0	1	2
2.	0	1	2
3.	0	1	2
4.	0	1	2
5.	0	1	2
6.	0	1	2
7.	0	1	2
8.	0	1	2
9.	0	1	2
10.	0	1	2
11.	0	1	2

1.34B - Copy Words - Scoring

 On | [Off](#) Keyboard Support

Auto-scroll: ☐ Off ☐ By Item ☒ By Task

Save Data

Alaska Alternate Assessment - Sc... TeamViewer - Free Remote Acces...

Task 5 - Structures and Conventions of Writing

1.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

2.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

3.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

4.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

5.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

Task 6 - Write Using a Variety of Forms

1.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

2.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

3.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

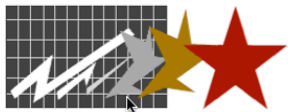
4.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

5.

A	I	R	1	2	3	4
---	---	---	---	---	---	---

When you are finished, click the Save Data button here or at the top of the page:



Submit Scores

Alternate Assessment Training - ... Alaska Alternate Assessment - Se...

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Home 10/24/2009 4:11 pm

Home Training Proficiency Materials **Data Entry** Reports Admin Account

[Data Entry](#) > Enter Scores

Each row in the table below represents a student's record. Each subject column has a drop-down menu, with the default indicating that the student was tested in the corresponding subject area. If testing was not administered to the student, select the reason why it was not administered from the menu under any subject heading.

To enter scores for the student, click the link below the drop-down menu, for example "Enter Reading".

When you are completely finished with a student record, you must mark the record as complete by choosing the appropriate status in the Data Entry Status drop-down box in the right-hand column. To mark the record complete you must have entered data for each subject or given a reason why the test wasn't administered.

Student Name ▲	Grade	Data Entry Status	Reading	Writing	Math	Science
Lang, Lana	3	Save, Still Entering Data	Reading Tested ✓ Enter Reading	Writing Tested Enter Writing	Math Tested Enter Math	No Science for Grade 3
Pickett, Millie	5	Done, Submit to EED	Absent	Absent	Absent	No Science for Grade 5

Submit Data to EED?

Alaska Alternate Assessment – Sc... TeamViewer – Free Remote Acces...

Home Training Proficiency Materials Data Entry Reports Admin Account

[Data Entry](#) > [Enter Scores](#) > Writing Scores for Lana Lang

Enter the scores this student received on the Alternate Assessment. When you are finished, click the Save Data button at the top or bottom of this page.

The test data for **Lana Lang** in **Writing** was successfully received.

This student record appears to be complete. Would you like to submit it to EED?

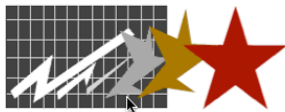
When you are finished, click the Save Data button here or at the bottom of the page:

Assessor Name Kim Sherman (AIT)

Date of Assessment Oct 24 2009

Teacher Name Kim Sherman (AIT)

Accommodations or AT Used? ☐ Yes



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Unofficial Student Reports

Alaska Alternate Assessment - Sc... TeamViewer - Free Remote Acces...

home Training Proficiency Materials Data Entry Reports Admin Account

[Data Entry](#) > [Enter Scores](#) > Writing Scores for Lana Lang

Enter the scores this student received on the Alternate Assessment. When you are finished, click the Save Data button at the top or bottom of this page.

The test data for **Lana Lang** in **Writing** was successfully received.

This student record appears to be complete. Would you like to submit it to EED?

☐ Yes

☐ No, not at this time

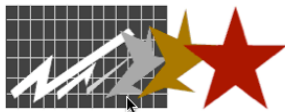
When you are finished, click the Save Data button here or at the bottom of the page:

Assessor Name Kim Sherman (AIT)

Date of Assessment Oct 24 2009

Teacher Name Kim Sherman (AIT)

Accommodations or AT Used? ☐ Yes



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Unofficial Student Reports

Alaska Alternate Assessment - Re... TeamViewer - Free Remote Acces...

Alaska Alternate Assessment

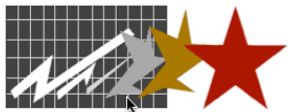
kim.dra.eed@gmail.com Logout
Home 10/24/2009 5:37 pm

Home Training Proficiency Materials Data Entry Reports Admin Account

Reports

Click on a name below to view that student's report.

Student Name ▲	Grade	Record Complete
Lang, Lana	3	Yes
Pickett, Millie	5	Yes



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Unofficial Student Reports

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Home 10/24/2009 5:37 pm

Home Training Proficiency Materials Data Entry **Reports** Admin Account

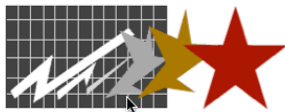
**ALASKA COMPREHENSIVE SYSTEM OF STUDENT ASSESSMENT (CSSA)
ALTERNATE ASSESSMENT
UNOFFICIAL STUDENT REPORT
2009 SPRING**

This unofficial report details student performance by task. Scores are listed both as number correct / maximum possible and total percent correct. Tasks with no student score information are blank. For more information about these scores or testing procedures, please refer to the appropriate scoring protocol or training manual. This report is informational only and will be superseded by release of the official student report.

NAME : **Lang, Lana** DISTRICT : **DRA** GRADE : **3**
BIRTHDATE : **09/02/2001** SCHOOL : **DRA** STATE ID NUMBER : **999**
DISTRICT ID NUMBER :

Summary Scores by Subject Area		
Subject Area	Standard Administration	ELOS Items
Reading	51%	NA*
Writing	68%	NA*
Mathematics	NA*	NA*
Science	NA*	NA*

Unofficial Report 10/24/2009 *Not Administered

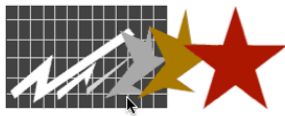


Enhancements for Mentors

- Resetting Proficiency Tests
- Changing protégé status
- Certificates
- Reports

Enhancements for Mentors

The screenshot shows a web browser window with two tabs: "Alaska Alternate Assessment" and "TeamViewer - Free Remote Acces...". The website has a blue navigation bar with the following links: Home, Training, Proficiency, Materials, Data Entry, Reports, Admin, and Account. The "Admin" link is highlighted with a black box. Below the navigation bar, the main content area has a welcome message: "Welcome QT AA DRA test! You are a Qualified Mentor" followed by "(Last login was on 10/24/2009 at 4:58 pm. [View History](#))". Below this, it says "Click on one of the following links." and lists several links with descriptions: "Updates Log" (View a log of updates to this website.), "Data Entry" (Enter student data and input test scores.), "Training" (Learn to score the Alternate Assessment.), "Reports" (View and print reports for your students.), "Proficiency" (Test your scoring proficiency.), "Account" (Change your password and edit other account information.), "Materials" (Access electronic materials to help you use this website.), and "Admin" (Certify other users, view login history, and access other restricted functions.). The "Admin" link in the main content area is also highlighted with a black box.



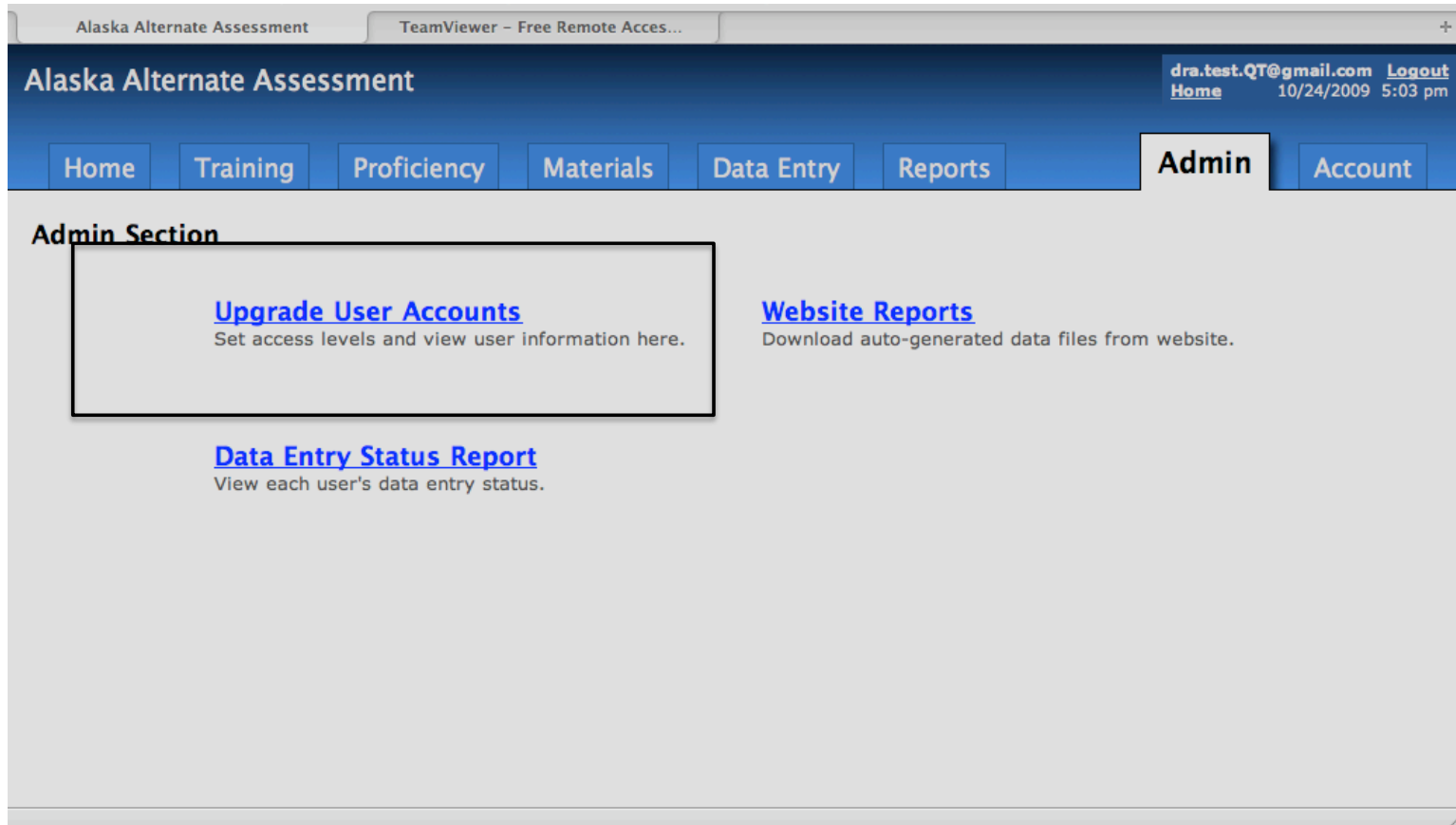
Dillard Research Associates

All Mentor Training, October 26 & 27, 2009

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Changing Protégé Status



Changing Protégé Status

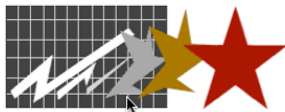
Alaska Alternate Assessment TeamViewer - Free Remote Acces...

Alaska Alternate Assessment dra.test.QT@gmail.com Logout
Home 10/24/2009 5:04 pm

[Home](#) [Training](#) [Proficiency](#) [Materials](#) [Data Entry](#) [Reports](#) **Admin** [Account](#)

[Admin Section](#) > Upgrade User Accounts

Name ▲	Email	District	Tests Passed	User Type	Upgrade
AA_DRA_test_AIT	dra.test.AIT@gmail.com	Alaska EED	0 / 5	Assessor In-Training	
AA_DRA_test_QA	dra.test.QA@gmail.com	Alaska EED	5 / 5	Assessor In-Training	<input type="checkbox"/> Upgrade to QA
AA_DRA_test_QT	dra.test.QT@gmail.com	Alaska EED	0 / 5	Qualified Mentor	
Felix, Aran	aran.felix@alaska.gov	Alaska EED	0 / 5	State Admin	
Foy, Jeanne	jeanne.foy@alaska.gov	Alaska EED	0 / 5	Assessor In-Training	
Gamper, Kevin	keving@pssincorporated.com	Alaska EED	0 / 5	Assessor In-Training	
Kussart, Janet	janet.kussart@alaska.gov	Alaska EED	0 / 5	State Admin	
Mangini, Sheri	sheri.mangini@alaska.gov	Alaska EED	5 / 5	State Admin	



Changing Protégé Status

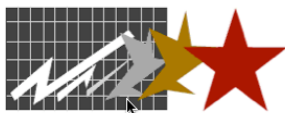
Alaska Alternate Assessment TeamViewer - Free Remote Acces...

Alaska Alternate Assessment [dra.test.QT@gmail.com](#) [Logout](#)
[Home](#) 10/24/2009 5:04 pm

[Home](#) [Training](#) [Proficiency](#) [Materials](#) [Data Entry](#) [Reports](#) **Admin** [Account](#)

[Admin Section](#) > Upgrade User Accounts

Name ▲	Email	District	Tests Passed	User Type	Upgrade
AA DRA test, AIT	dra.test.AIT@gmail.com	Alaska EED	0 / 5	Assessor In-Training	
AA DRA test, QA	dra.test.QA@gmail.com	Alaska EED	5 / 5	Assessor In-Training	<input type="checkbox"/> Upgrade to QA
AA DRA test, QT	dra.test.QT@gmail.com	Alaska EED	0 / 5	Qualified Mentor	
Felix, Aran	aran.felix@alaska.gov	Alaska EED	0 / 5	State Admin	
Foy, Jeanne	jeanne.foy@alaska.gov	Alaska EED	0 / 5	Assessor In-Training	
Gamper, Kevin	keving@pssincorporated.com	Alaska EED	0 / 5	Assessor In-Training	
Kussart, Janet	janet.kussart@alaska.gov	Alaska EED	0 / 5	State Admin	
Mangini, Sheri	sheri.mangini@alaska.gov	Alaska EED	5 / 5	State Admin	



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All Mentor Training, October 26 & 27, 2009

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OR

Alaska Alternate Assessment TeamViewer - Free Remote Acces...

Home Training Proficiency Materials Data Entry Reports Admin Account

[Admin Section](#) > [Upgrade User Accounts](#) > AA DRA test, QA

AA DRA test, QA Login: dra.test.QA@gmail.com

Proficiency Tests:

Administration	1 Attempt	✓	View 1
Reading	1 Attempt	✓	View 1
Math	1 Attempt	✓	View 1
Writing	1 Attempt	✓	View 1
Science	1 Attempt	✓	View 1

Login History: [View Login History](#)

User Type:

Assessor In-Training

Update Account

Resetting Proficiency Attempts

The screenshot shows a web browser window with the title "Alaska Alternate Assessment". The browser tabs include "Alternate Assessment - Proficienc..." and "TeamViewer - Free Remote Acces...". The page has a blue header with the text "Alaska Alternate Assessment" and a user profile section on the right showing "dra.test.AIT@gmail.com", "Logout", "Home", and the date/time "10/24/2009 5:07 pm". Below the header is a navigation bar with buttons for "Home", "Training", "Proficiency", and "Account". The main content area is titled "Proficiency Tests > Take Math Proficiency Test". A red-bordered box contains the message: "We're sorry, your score of **35%** did not meet the minimum requirement of 80% correct. When you are ready: [Try another Attempt](#)". Below this is the section "Test your Proficiency - Math, Attempt 1" with the instruction "Answer all of the questions below and then click the Submit Test button at the bottom of the page." Under "Questions 1 - 6:", there is a video player on the left and a question on the right. Question 1 asks: "For item 1 of this ELOS task, 'Hello or Hi', the score the student should receive is". There are two answer options: "A. 2" (highlighted in red) and "B. 3" (labeled "Correct Answer").

Resetting Proficiency Attempts

The screenshot shows a web browser window with two tabs: "Alternate Assessment – Proficiency..." and "TeamViewer – Free Remote Acces...". The page title is "Alaska Alternate Assessment". In the top right corner, it displays the email "dra.test.AIT@gmail.com", a "Logout" link, the date "10/24/2009", and the time "5:08 pm". Below the title bar is a navigation menu with "Home", "Training", "Proficiency" (which is selected), and "Account". The main content area shows the breadcrumb "Proficiency Tests > Take Math Proficiency Test". A red-bordered box contains the following text: "We're sorry, your score of **40%** did not meet the minimum requirement of 80% correct. You have attempted this task the maximum number of times available. Please contact your district trainer for assistance in completing your training." Below this, the section is titled "Test your Proficiency – Math, Attempt 2" with the instruction "Answer all of the questions below and then click the Submit Test button at the bottom of the page." Under "Questions 1 - 6:", there is a video player on the left and a question on the right. Question 1 asks: "For item 1 of this ELOS task, 'Show me which one is a circle.' the score the student should receive is". There are two input fields: "A. 2" (highlighted in red) and "B. 3".

Resetting Proficiency Attempts

Alaska Alternate Assessment TeamViewer - Free Remote Acces...

Alaska Alternate Assessment

dra.test.QT@gmail.com Logout
Home 10/24/2009 5:10 pm

Home Training Proficiency Materials Data Entry Reports Admin Account

[Admin Section](#) > [Upgrade User Accounts](#) > AA DRA test, AIT

AA DRA test, AIT Login: dra.test.AIT@gmail.com

Proficiency Tests:

Administration	0 Attempts
Reading	0 Attempts
Math	4 Attempts Reset Math View 1 View 2 View 3 View 4
Writing	0 Attempts
Science	0 Attempts

Login History: [View Login History](#)

User Type: Assessor In-Training Update Account

Resetting Proficiency Attempts

Alaska Alternate Assessment TeamViewer - Free Remote Acces...

Alaska Alternate Assessment

dra.test.QT@gmail.com Logout
Home 10/24/2009 5:12 pm

Home Training Proficiency Materials Data Entry Reports Admin Account

[Admin Section](#) > [Upgrade User Accounts](#) > AA DRA test, AIT

This user's **math** proficiency test has been reset.

AA DRA test, AIT Login: dra.test.AIT@gmail.com

Proficiency Tests:

Administration	0 Attempts
Reading	0 Attempts
Math	5 In Progress View 1 View 2 View 3 View 4 View 5
Writing	0 Attempts
Science	0 Attempts

Login History: [View Login History](#)

Certificates

Updating Your Alternate Assessm... TeamViewer - Free Remote Acces...

Alaska Alternate Assessment

dra.test.QT@gmail.com Logout
Home 10/24/2009 5:22 pm

Home Training Proficiency Materials Data Entry Reports Admin **Account**

Your Alternate Assessment Account

Here you can change any of the information associated with your account, except your email address. You must enter your current password for any changes to take affect.
You may also print your [Certificate of AK AA Training Status](#).

Account Information

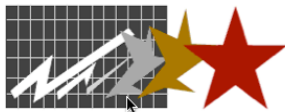
Current Password:
*Required when updating information

Email: dra.test.QT@gmail.com [\[Update\]](#)

New Password:
Retype Password:
*Only if you want to change your password

Personal Information

First Name: QT



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All Mentor Training, October 26 & 27, 2009

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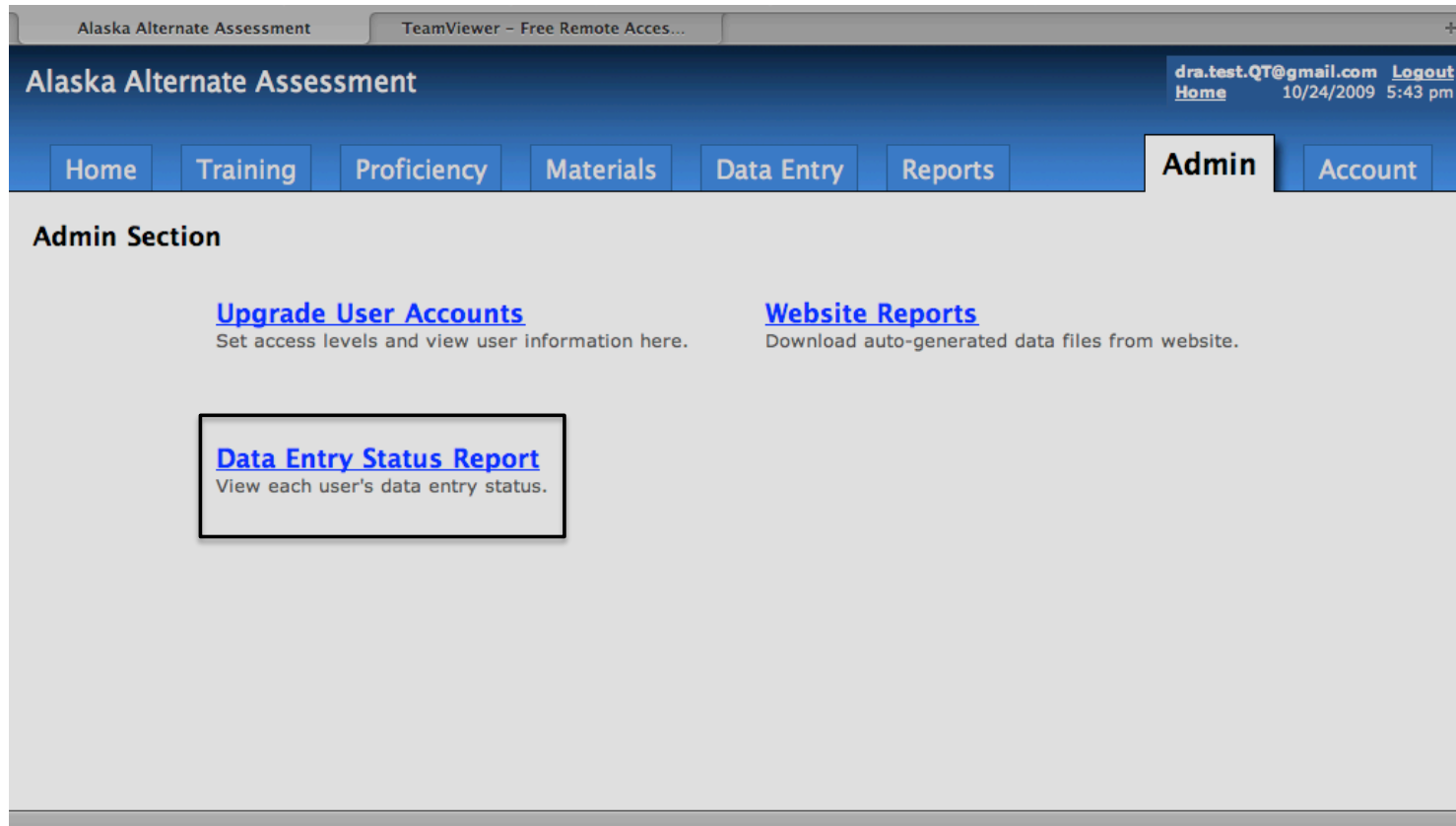
Certificates

- Reset to AIT at start of each testing year
- When an AIT status is changed, the Certificate will reflect that change
- Individual Assessors should print their certificate when their status is changed, and keep on file
- DRA & EED will track history.

Refresher Skills

- All are required to complete full training and proficiency test this year.
- Next year, QTs and QAs will have a reduced set of “refresher skill” and proficiency tests to complete.

Reports



The screenshot shows a web application interface for the Alaska Alternate Assessment. At the top, there are browser tabs for "Alaska Alternate Assessment" and "TeamViewer - Free Remote Acces...". The page header includes the title "Alaska Alternate Assessment" and user information: "dra.test.QT@gmail.com", "Logout", "Home", "10/24/2009 5:43 pm". A navigation bar contains buttons for "Home", "Training", "Proficiency", "Materials", "Data Entry", "Reports", "Admin", and "Account". The "Admin" button is highlighted. Below the navigation bar, the "Admin Section" is displayed. It contains three links: "Upgrade User Accounts" (with description "Set access levels and view user information here."), "Website Reports" (with description "Download auto-generated data files from website."), and "Data Entry Status Report" (with description "View each user's data entry status."). The "Data Entry Status Report" link is highlighted with a black border.

Alaska Alternate Assessment

dra.test.QT@gmail.com Logout
Home 10/24/2009 5:43 pm

Home Training Proficiency Materials Data Entry Reports Admin Account

Admin Section

[Upgrade User Accounts](#)
Set access levels and view user information here.

[Website Reports](#)
Download auto-generated data files from website.


[Data Entry Status Report](#)
View each user's data entry status.

Reports

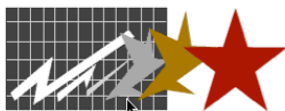
Alaska Alternate Assessment TeamViewer - Free Remote Acces...

Home Training Proficiency Materials Data Entry Reports Admin Account

[Admin Section](#) > Data Entry Status

 [Export CSV](#)

Name	Email	User Type	Assessment Plans		Data Entry Status			
					Reading	Writing	Math	Science
AA DRA test, QT	dra.test.QT@gmail.com	Qualified Mentor		Total Students	0	0	0	0
				Number Complete	0	0	0	0
				Percent Complete	-	-	-	-
Felix, Aran	aran.felix@alaska.gov	State Admin	No	Total Students	1	1	1	0
				Number Complete	0	0	0	0
				Percent Complete	0%	0%	0%	-
Kussart, Janet	janet.kussart@alaska.gov	State Admin		Total Students	0	0	0	0
				Number Complete	0	0	0	0
				Percent Complete	-	-	-	-
Mangini, Sheri	sheri.mangini@alaska.gov	State Admin	No	Total Students	0	0	0	0
				Number Complete	0	0	0	0
				Percent Complete	-	-	-	-
Peters, Janacie	janacie.peters@alaska.gov	State Admin		Total Students	0	0	0	0
				Number Complete	0	0	0	0
				Percent Complete	-	-	-	-



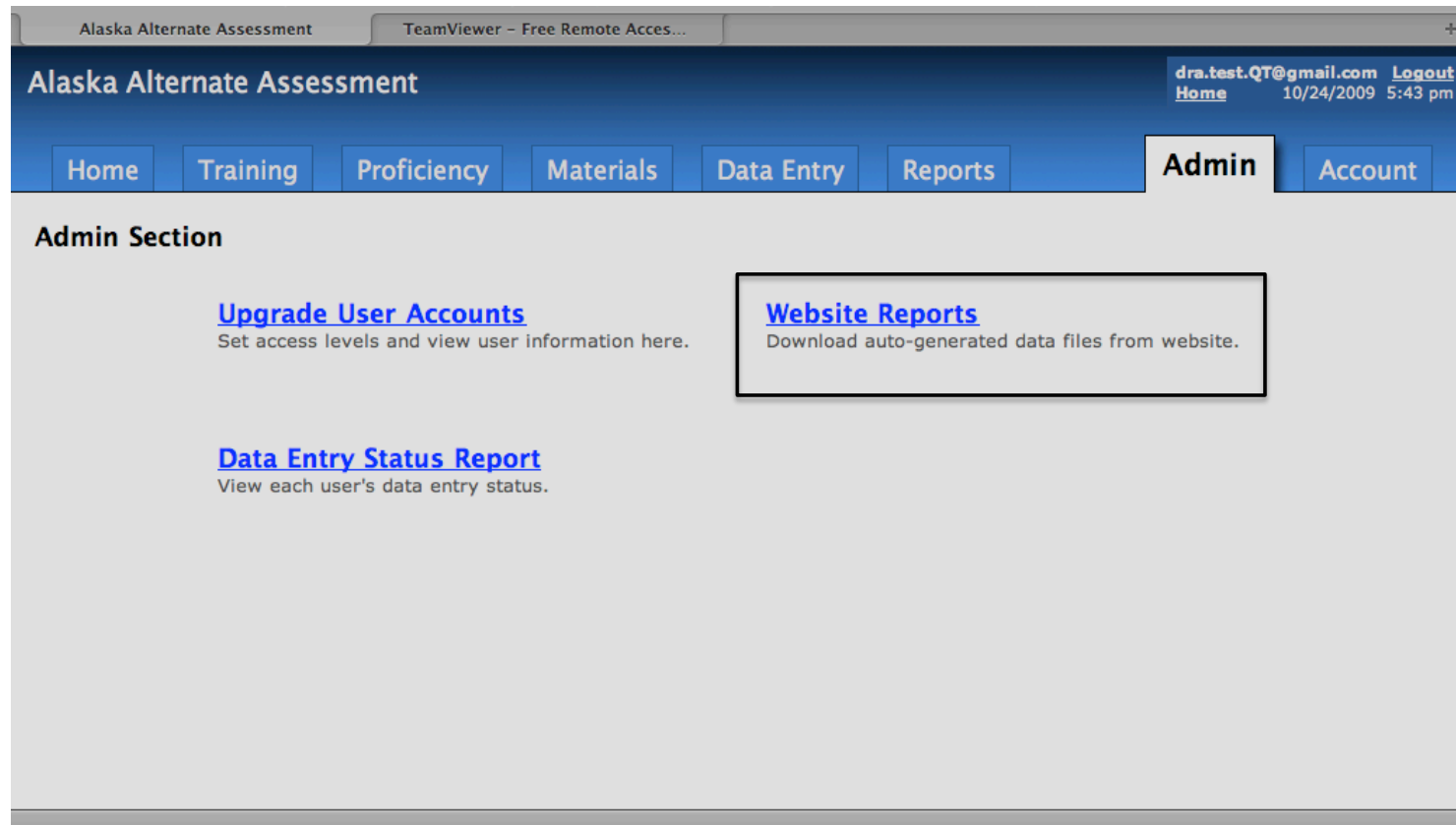
Dillard Research Associates

All Mentor Training, October 26 & 27, 2009

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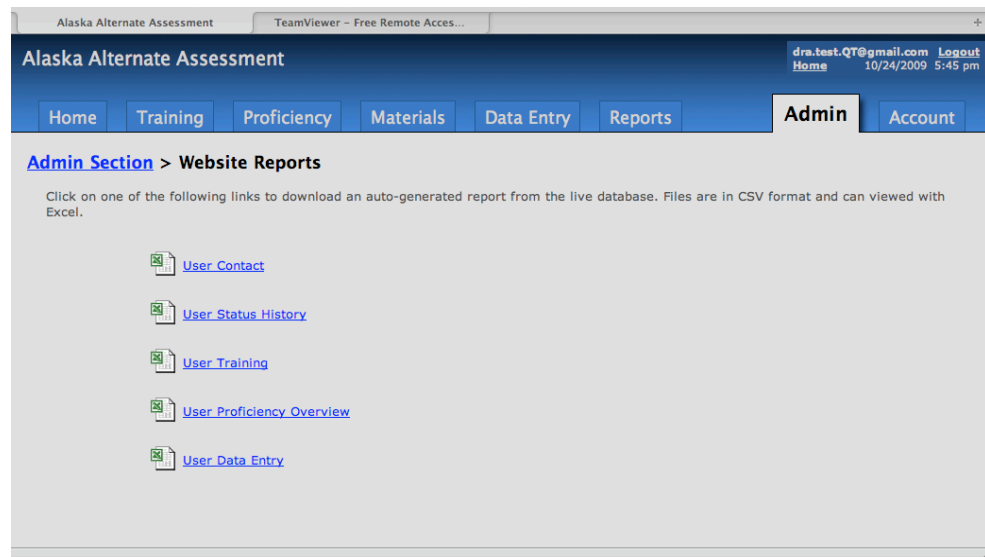
Reports



The screenshot shows a web application interface for the Alaska Alternate Assessment. At the top, there are browser tabs for "Alaska Alternate Assessment" and "TeamViewer - Free Remote Acces...". The page header includes the title "Alaska Alternate Assessment" on the left and user information "dra.test.QT@gmail.com Logout" along with the date and time "10/24/2009 5:43 pm" on the right. A navigation bar contains buttons for "Home", "Training", "Proficiency", "Materials", "Data Entry", "Reports", "Admin", and "Account". The "Admin" button is highlighted. Below the navigation bar, the "Admin Section" is displayed. It contains three links: "Upgrade User Accounts" with the description "Set access levels and view user information here.", "Data Entry Status Report" with the description "View each user's data entry status.", and "Website Reports" with the description "Download auto-generated data files from website." The "Website Reports" link and its description are enclosed in a black rectangular box.

Reports

Reports are “real time” accurate. Data is updated as users access the system.



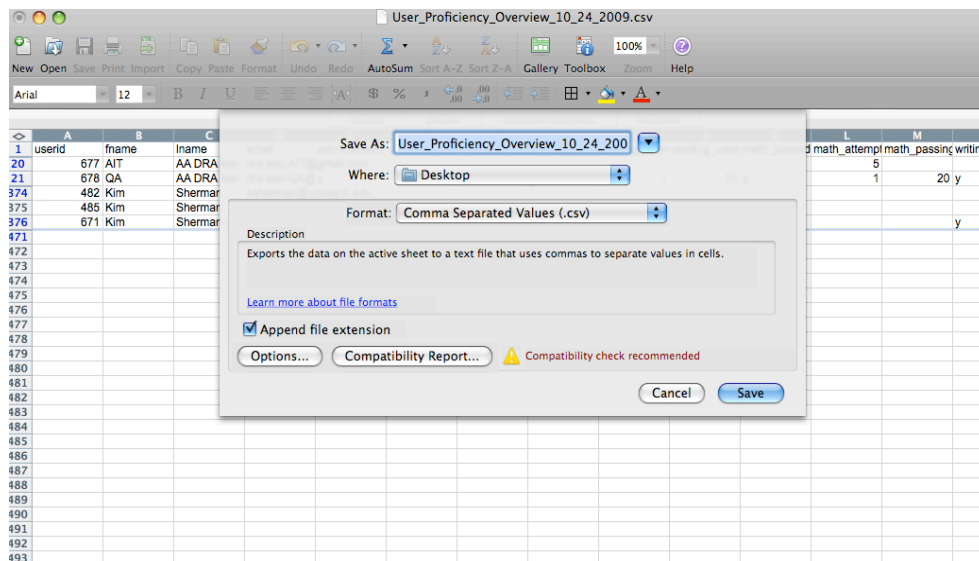
Reports

Reports will download to your hard drive as .csv files. Formatting changes you make to a .csv file are not saved.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userid	fname	lname	email	administrator	administrator	administrator	reading_pass	reading_attem	reading_pass	math_passed	math_attempl	math_passing
20	677	AIT	AA DRA test	dra.test.AIT@gmail.com									
21	678	QA	AA DRA test	dra.test.QA@y									
374	482	Kim	Sherman	ksherman@uoregon.edu		1	20	y		1	20	y	
375	485	Kim	Sherman	kim.renew@yahoo.com						3			
376	671	Kim	Sherman	(AIT)kim.dra.eed@y		1	19			1			y

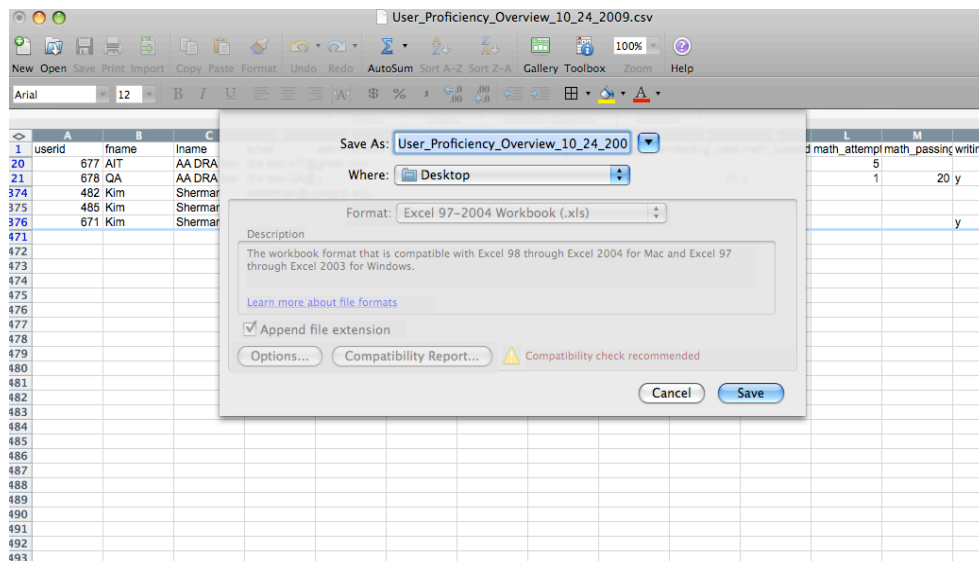
Reports

You can save Report formatting changes by choosing “Save As” and selecting .XLS as the format.



Reports

Just remember that the data you save to your hard drive is not current next week. You will need to download the new report to get current data.



PARTICIPATION GUIDELINES

**For Alaska Students
In State Assessments**

Limited English Proficient
and Special Education



**Alaska
Department
of Education
& Early
Development
September 2007**

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OVERVIEW

The *Participation Guidelines for Alaska Students in State Assessments* is designed to help Alaska fulfill the commitment to include all students in state assessments. Assessment of a student with a disability or limited English language proficiency is complicated because a disability or language can mask a student's proficiency. Overcoming this masking effect is important when assessing students on the Standards Based Assessments (SBAs) in grades 3-10, the TerraNova in grades 5 and 7, and the High School Graduation Qualifying Examination (HSGQE).

This booklet explains the assessment options available to a student with a disability and the decisions that must be made by the student's Individualized Education Program (IEP) or section 504 team. The first decision is whether a student is on a diploma track or a non-diploma track. A student who is not on a diploma track is required to participate in the Alternate Assessment, which is based on alternate achievement standards.

Students on a diploma track will participate in the regular assessments. Decisions must be made regarding how best to accommodate students so that their disability does not mask proficiency during an assessment. In addition, if a student with a disability does not pass the HSGQE as a sophomore in high school, decisions must be made on how to provide the student with an alternative assessment program, which consists of the modified HSGQE or nonstandardized HSGQE.

Assessment of students with limited English proficiency (LEP) is required regardless of a student's number of months or years in the United States. Contact the department for conditions that apply to first year immigrants. It is important that LEP students are provided accommodations to fairly access the curriculum as well as participate in content assessments. This booklet outlines the responsibilities of districts for accommodating students with limited English.

The information in this booklet should be viewed as a work in progress and has been published knowing the difficulty of anticipating each circumstance that may arise when making decisions about assessing students with disabilities and students with limited English.

MAKING DECISIONS

About Students who are Limited English Proficient

All students identified as limited English proficient (LEP) must participate in state-wide academic assessments. Students identified as LEP must be provided reasonable accommodations on state academic content assessments, to the extent practicable. Accommodations are allowed for LEP students when testing for academic content knowledge and skills, but not when testing for English language proficiency.

Who makes the decision on LEP accommodations?

Teams of people (teachers, parents, etc.) who know the educational needs of the LEP student should make decisions concerning appropriate LEP accommodations to be used during statewide content assessments. Teams should include a teacher or administrator, when available, who has specialized training or experience with limited English speaking students and instruction. Because of the close link between assessment and instruction, the accommodations provided for the assessment should reflect those provided in classroom instruction and assessment. Research shows LEP students gain in language acquisition yearly and accommodations should be reviewed frequently to reflect growth. Once a decision is made, it is necessary and important to document the accommodations in the LEP student's file.

Caution: This section only applies to currently identified LEP students not former LEP students. The English language proficiency (ELP) assessment measures students' language skills and is not covered in this booklet. See the *Guidance for Limited English Proficient (LEP) Student Identification and Assessment* on the department website at www.eed.state.ak.us/tls/assessment/elp.html.

Table 1 lists the only allowable accommodations LEP students may use on state-wide content assessments: Standards Based Assessment, HSGOE, and TerraNova.

The NAEP has specific LEP accommodations; do not refer to Table 1 for the NAEP.

TABLE 1. Accommodations Permissible for LEP Students

TIMING/SCHEDULING (see appendix for guidance)

- Allowing frequent breaks during testing.
- Allowing additional time.
- Administering the test over several days completing on or before the last day of the test window. (See appendix for security procedures. For

grade 10 SBA–HSGOE and HSGOE Retest, districts must submit an application to the department no later than 5 days prior to the first day of planned testing. These students **MUST** have an EED **approved application** prior to the first day of planned testing.)

SETTING

- Administering the test individually or to small groups in a separate location.
- Administering the test by ESL or native language teacher within state guidelines for proctors and test administrators.

PRESENTATION (see appendix for guidance)

Test Directions (Directions that are read aloud to all students by test administrators and/or clarification of test directions embedded within the tests.) Test directions do not include test items or prompts.

- Allowing students to ask for clarifications of directions.
- Clarifying test directions in the native language.
- Reading directions in the native language.
- Simplifying or repeating directions in English.
- Providing written version of oral directions in English or the native language.
- Writing helpful verbs from the directions on the board or a separate piece of paper in English or the native language.
- Repeating or re-reading embedded directions.
- Proctor or test administrator asking student questions about directions to check understanding.
- Clarifying directions by having student restate them.

RESPONSE (see appendix for guidance)

Test Questions and Responses

- Read aloud math, science, or writing test questions in English. (Questions and answer choices on a reading test may not be read aloud.)
- Allowing student to use a word translation finder style dictionary or word to word dictionary from native language to English language or English to native language. Dictionaries that include pictures or word definitions are not allowed.
- Providing the native language word for an unknown word in test question or prompt if requested by student.

MAKING DECISIONS

About Students with Disabilities

Alternate Assessment for Non-Diploma Track Students

Students with significant cognitive disabilities will have access to, participate in, and make progress in the general education curricula. These students must also participate in statewide assessments administered in all grades 3–10, but they will usually take the Alternate Assessment. The Alternate Assessment is based on Alaska standards but measured against alternate achievement standards, and the Alternate Assessment does not lead to a diploma. Alternate achievement standards are expectations of performance that differ in complexity from grade level achievement standards. It is expected that only a small number (less than two percent) of all students will participate in the Alternate Assessment. District personnel must be trained and certified to access and administer the Alternate Assessment.

Eligibility for the Alaska Alternate Assessment is a decision made by the Individualized Education Program (IEP) team members. Decisions made by the IEP team are reflected on the student's IEP and kept in the student's special education file. Parents must be informed when their child's achievement will be based on alternate achievement standards. Alternate achievement standards are proficiency scores and proficiency level descriptors that are different from the achievement standards for the Standards Based Assessment. Students taking the Alternate Assessment are not eligible to receive a high school diploma.

The IEP form found in the *Special Education Handbook* includes a page for selecting state and district-wide assessments. The section for students taking the Alternate Assessment must be completed and filed in the student's special education file. This section includes the following information:

1. The Alternate Assessment is based on alternate achievement standards and does not lead to a diploma.
2. The IEP team must provide a statement describing why the regular assessment is not appropriate.
3. The IEP team must provide a statement describing why the Alternate Assessment is appropriate.
4. A parent's signature is required to acknowledge the student's participation in a non-diploma track assessment.

Criteria for IEP teams in determining student eligibility for the Alternate Assessment:

Instructions: If any response to the criteria is “No” or “Disagree” the student must participate in regular state assessments with or without accommodations.

Yes/ Agree	No/ Disagree	Participation Criteria
		The student’s cognitive ability and adaptive skill levels prevent completion of the standard academic curricula that lead to a diploma, even with adaptations.
		The student has an Individualized Education Program (IEP).
		The decision for using the Alternate Assessment is an IEP team decision, and the decision is not being made for program administration reasons.
		The modifications needed by the student to participate in the regular assessment would compromise the validity of the test.
		Objectives written for the student in the designated content area(s) are less complex than the grade level expectations, making the regular assessment, even with accommodations, inappropriate for this student.
		The student requires extensive, frequent, individualized instruction in multiple settings to acquire, maintain, generalize and demonstrate performance of skills.
		The student demonstrates cognitive ability and adaptive behavior that require substantial adjustments to the general curriculum.
		The decision to participate in the Alternate Assessment is not based solely on excessive or extended absences.

Yes/ Agree	No/ Disagree	Participation Criteria
		The decision to participate in the Alternate Assessment is not based solely on language, social, cultural, or economic differences.
		The decision to participate in the Alternate Assessment is not based solely on deafness/blindness, visual, auditory, and/or motor disabilities.
		The decision to participate in the Alternate Assessment is not primarily based on a specific eligibility determination.
		The decision to administer the state's Alternate Assessment is not based on the fact that the student's instructional reading level is below the grade level of the regular assessment to be administered.
		The decision to administer the Alternate Assessment is not based solely on the fact that the student is expected to perform poorly on the regular assessment.
		The decision to administer the Alternate Assessment is not based on the fact that the student is expected to experience duress under testing conditions.
		The decision to administer the Alternate Assessment is not based on the fact that there is a high probability that the student will demonstrate disruptive behaviors during the regular assessment.
		The decision to administer the Alternate Assessment is not based primarily on the student's visual, auditory, physical, or emotional behavioral disabilities.

The above guidance is also available on the department Alternate Assessment website.

For additional guidance to help IEP teams in determining accommodations for testing, refer to Table 2 for the standardization it offers.

Diploma Track Students

Most students with a disability will be on the diploma track and will be taught and assessed under the performance standards contained in the *Alaska Standards: Content and Performance Standards for Alaska Students*. They will take the same statewide assessments taken by students without disabilities. If a disability interferes with a student's ability to demonstrate proficiency on an assessment, the student should be provided with an accommodation.

Test Accommodations and Modifications

Students with disabilities may use appropriate accommodations when taking assessments. A testing accommodation is a change made to ensure that information obtained from a test is an accurate reflection of what the test is intended to measure rather than a measure of the student's disability.

Example: Betty knows the answers to the math questions on the Standards Based Assessment, but, because of her disability, she has trouble holding a pencil and filling in the ovals on the answer sheet or writing answers to open-ended questions. Unless Betty is given an accommodation, the assessment will measure her ability to hold a pencil instead of her knowledge of math. By providing Betty with a scribe, the school is able to accommodate her disability and measure her proficiency in math.

Accommodations are designed to meet specific needs of specific individuals. Accommodations must not compromise the validity of the test.

Changes to a test that alter what is measured by the test or the validity of the result are called test modifications. For example, reducing the number of questions on a multiple-choice test would alter what is measured, and lowering the passing score would alter the validity of the result. Modified tests would produce invalid test scores for the regular assessments in the statewide assessment system, and would not be scored by the test contractor.

Caution: Remember that the modified HSGOE is a special assessment for students with disabilities that is available after a student has not demonstrated proficiency on the regular assessment—the HSGOE. As explained on page 18, some modifications are allowed on the modified HSGOE.

Selecting Test Accommodations for Students with Disabilities

The IEP or 504 team should select appropriate accommodations based on the student's needs, and must provide documentation and the rationale for the accommodations on the IEP or 504 plan. Because of the close link between assessment and instruction, the IEP or 504 plan must describe how the accommodations for

assessment are included in the student’s classroom instruction and assessment. For more support when selecting accommodations refer to *Accommodations Manual: How to Select, Administer, and Evaluate Use of Accommodations for Instruction and Assessment of Students with Disabilities*, by Sandra J. Thompson, Amanda B. Morse, Michael Sharpe, and Sharon Hall, located on the department website at www.eed.state.ak.us/tls/assessment/accommodations.html.

These guidelines will provide assistance in determining whether an adaptation is an accommodation or a modification. (If we don’t know whether a device or change to a test is an accommodation or a modification, we call it an “adaptation” until we can determine which it is.) For assistance in selecting among accommodations, IEP or 504 teams should review www.eed.state.ak.us/tls/assessment/accommodations.html.

Research shows that an unfamiliar test accommodation given to a student with a disability can sometimes lower test performance results. Accordingly, an IEP or 504 team should be cautious about adding an accommodation shortly before an assessment. In general, a good practice is to make sure an accommodation has been used in the student’s regular or special education classes for at least three months or 90 days before testing. This will ensure that the student has experience with the accommodation, and the accommodation is appropriate for the student.

Table 2 lists accommodations students may use on all statewide assessments: Standards Based Assessment, HSGQE, and TerraNova. **The NAEP has specific accommodations for students with disabilities; do not refer to Table 2 for the NAEP.**

TABLE 2. Examples of Acceptable Accommodations

(NOT Exhaustive List) (Must Be Documented on IEP or in 504 plan)

TIMING/SCHEDULING (see appendix for guidance)

- Allowing frequent breaks during testing.
- Allowing additional time.
- Administering at a time of the day most beneficial to the student.
- Administering the test over several days completing the testing on or before the last day of the test window (See appendix for security procedures. For grade 10 SBA–HSGQE and HSGQE Retest, districts must submit an application to the department no later than 5 days prior to the first day of planned testing. These students **MUST** have an EED **approved application** prior to the first day of planned testing.)

SETTING

- Administering the test individually in a separate location.
- Administering the test to a small group in a separate location.
- Providing special lighting.
- Providing adaptive or special furniture.
- Providing special acoustics.
- Administering the test in locations with minimal distractions (e.g., small group, study carrel, or individually).
- Using a communication device such as auditory amplification to give directions.
- Using a specific test proctor (e.g., examinee's regular or special education teacher).
- Preferential seating.
- Support of physical position of student by increasing or decreasing opportunity for movement.
- Using a checklist to remind student of tasks to be completed.

PRESENTATION (see appendix for guidance)

- Using the Braille edition or large-type (20 font size) edition, which is provided by the state test contractor.

Test Directions (Directions that are read aloud to all students by test administrators and/or clarification of test directions embedded within the tests.)

- Signing directions to the student.
- Allowing student to ask for clarifications on test directions.
- Reading directions to student.
- Clarifying directions by having student restate them.
- Repeating or re-reading embedded directions.
- Providing written version of oral directions.
- Presenting directions via overhead and transparencies except embedded directions.
- Providing highlighted words in directions (must communicate with state to ensure test is not marked in any manner to cause test to be unscorable — **Caution:** Highlights on answer sheet will make the test unscorable).
- Writing helpful verbs from the directions on the board or a separate piece of paper.

Test Questions

- Reading or signing math, science, and/or writing test questions on the state required assessments to student (test questions on the reading test may not be read or signed to the student).
- Signing is allowed as long as the sign does not cue the correct response to a question; for example, the sign for triangle is a triangle and should not be used if it is a possible answer.
- Using test contractor tape-recorded version of HSGQE writing and mathematics tests if available.
- Reading or signing multi-step math, science, and/or writing test questions one step at a time.
- Assisting student in tracking or sequencing test items.
- Providing detailed monitoring to ensure student marks responses in correct answer area.
- Turning pages for student.
- Masking portions of the test to direct attention to uncovered items.
- Using color screens to direct attention to specific sections on a page.
- Allow student to highlight words except in answer document area.

Use of Assistive Devices/Supports

- Using a calculator with minimal functions: having only addition, subtraction, division, multiplication, percentage, square root, and memory functions.
- Using visual magnification devices.
- Using templates to reduce visible print.
- Using auditory amplification device, hearing aid, or noise buffers.
- Securing papers to work area with tapes/magnets.
- Using a device to screen out extraneous sounds. (Does not include music devices.)
- Using adaptive equipment to deliver test. (Requires consultation with the department for security reasons.)
- Using masks or markers to maintain place.
- Using special pen or pencil such as felt-tip marker or ink pen. (Student responses must be transcribed by the test administrator/proctor according to procedures detailed in the test administration directions.)
- Using an adaptive keyboard.
- Using math manipulatives.

RESPONSE

Test Format

- Using graph paper.
- Allowing students to mark responses in test booklet if test employs a separate answer sheet. (Student responses must be transcribed by the test administrator/proctor according to procedures detailed in the test administration directions.)
- Using scratch paper for reading and/or science tests.
- Providing student with additional room for writing response. (Student responses must be transcribed by the test administrator/proctor according to procedures detailed in the test administration directions.)
- Using color visual overlays.
- Using ruler or object to maintain place in test.
- Using shield to reduce glare.

Use of Assistive Devices/Supports

- Allowing student to tape response for later verbatim transcription.
- Using typewriter or computer without spell or grammar checker.
- Dictating to a scribe for all tests (suggested scribe procedures below).
- Allowing alternative responses such as oral, sign, typed, or pointing.
- Using a Braille.
- Using a large-diameter, special-grip #2 pencil.

Suggested scribe procedures (scribe should be familiar to the student):

1. Have student orally say how he or she wants the sentence to read, completing the full sentence.
2. After student has completed the sentence, paragraph, or passage (this depends on individual student ability and need to retain thought process) have student spell key words (e.g. nouns, verbs, etc.) in the sentence.
3. The scribe should record verbatim the words, punctuation, and spelling provided by the student.
4. After the student has spelled the words, the student may look at the writing and complete the punctuation. The student may make additional spelling corrections while completing the punctuation process.
5. Allow student to review and approve what scribe has written.

* Because the grade level expectations in math, science, and reading do not require spelling and punctuation, math, science, and reading scribes do not need to follow steps 2–4 of the suggested scribe procedures above.

What should an IEP or 504 team do when considering an adaptation on a regular assessment that is not on Table 2?

Any list of accommodations will be incomplete because of the unique needs of each individual child. In addition, advances in the technology of adaptive and assistive devices will lead to new accommodations. Accordingly, the accommodations listed in Table 2 are examples of acceptable accommodations, but an IEP team may need to consider the appropriateness of an accommodation not included in Table 2.

When evaluating an adaptation that is not included in Table 2, an IEP team should answer the following questions. First, the two threshold questions:

1. Would the adaptation help the student demonstrate proficiency by reducing the effect of the disability on the student's performance?
2. Would the student use the adaptation in the classroom, including during regular classroom assessments?

If the answer to either 1 or 2 is no, then the adaptation is probably not a reasonable or appropriate accommodation for the assessment. If the answer to both is yes, then the next step is to determine whether the adaptation is an accommodation or a modification. To help make this distinction, the IEP or 504 team should answer the following questions:

3. Does the adaptation impede the measuring of the skill that is being tested? This question is often difficult to answer, and the following questions might help:
 - a. Would the adaptation give the student an unfair advantage over a student who has the same proficiency level, and who is not eligible to use the adaptation?
 - b. Does any research support the conclusion that this adaptation does not alter the ability of the test to measure the student's skill level? (IEP or 504 teams may consult with the department at any time.)

Next, the team should consider questions that relate to whether the test could still be administered:

4. Would use of the adaptation cause a breach of test security? Before rejecting an adaptation for security reasons, an IEP or 504 team member or other school or district official should consult with the department. In special cases, security can be bolstered to accommodate special needs.
5. Would use of the adaptation make it impossible to score the test? Before rejecting an adaptation because it changes or alters the test answer sheet, an IEP or 504 team member or other school or district official should consult with the department. In many cases, the adaptation may still be allowed if a test

proctor or test administrator can transfer the student's answers to another answer sheet after the student completes the test.

If the answers to questions 3, 4, or 5 are yes, then the adaptation is a modification, and is not allowed on regular assessments. IEP and 504 teams may still give students modifications, but the exams will be invalidated and not scored. If the examination is the HSGQE, the student will not be eligible for a high school diploma.

If the answers to questions 3, 4, and 5 are no, then the adaptation is an allowable accommodation, and it may be used on regular assessments. This is particularly true if research supports the use of the accommodation.

Example: John has an IEP for a learning disability and would like to take his Standards Based Assessments at home where he feels more relaxed. He does not take his regular classroom tests at home, but is provided extra time and a smaller setting. His request is denied, because he does not use this accommodation in regular classroom work.

Example: Anne has an IEP that directs she receive all of her instruction, including tests, at home. Anne requests to be able to take the HSGQE at home. After consulting with the department, the district can protect test security by offering proctors for Anne's assessment to be administered in her home. This accommodation is allowed.

Once test accommodations have been selected and documented in the IEP or 504 plan, the person responsible for administering the test must be informed so that he/she is aware of the need to provide the accommodation. Additionally, some accommodations may require the assistance of support personnel or assistive devices, and plans should be made to ensure the necessary equipment and personnel are available at the time of testing.

Non-binding Advisory Opinion

IEP or 504 teams, schools, and districts may consult with the department at any time when considering new adaptations, particularly when the adaptation is requested by a parent. In general, most IEP or 504 teams will be able to resolve issues regarding the availability of adaptations. Sometimes, however, a district might determine that the adaptation is a modification while the parent thinks it is an accommodation. If that happens, the parent may request that the district consult with the department first before reaching its decision. The department will issue a non-binding advisory opinion on whether the requested change is an accommodation or a modification.

If a parent requests an adaptation that is declined by the IEP or 504 team, the district should advise the parent of parental appeal/due process rights, including the right to an administrative complaint or mediation. If possible, the district

should provide notice to the parent in a timely manner, enabling the parent to appeal the decision before the test.

If an IEP or 504 team requests a modification for an assessment, the district should allow the student to take the assessment with the modification if possible. The district should inform the IEP or 504 team that the modification will make the assessment result invalid, and the test will not be scored.

Caution: Remember that the modified HSGQE is different from regular assessments. Some modifications may be allowed when a student is eligible for the alternative assessment program, which is described in the next section.

ALTERNATIVE ASSESSMENT PROGRAM

For High School Graduation

Diploma track students will participate in the regular HSGQE that is first offered in the spring of a student's sophomore year. As described in the previous section, a student with a disability should be offered appropriate accommodations when taking the HSGQE.

If a student with a disability is not proficient on one or more subtests of the HSGQE, the student is eligible for an alternative assessment program in the subtest(s) in which proficiency was not achieved. This is a special program for the HSGQE because it is a high-stakes examination required for a high school diploma.

The alternative assessment program consists of two different assessments: The modified HSGQE, which is appropriate for most students with disabilities, and the nonstandardized HSGQE, which is available for only a very few students. The modified HSGQE is offered in the spring and fall to all students with disabilities who have taken and not passed the HSGQE. The nonstandardized HSGQE is limited to students with severe physical or emotional disabilities who have taken the HSGQE, and who can document that they are unable to demonstrate their proficiency on a standardized assessment.

Districts must apply to the department for approval of an alternative assessment. Furthermore, by February 1 of the student's junior year, or upon enrollment in the state if the student enrolls after February 1 of student's junior year, the IEP or 504 team must declare and document in the IEP or 504 plan the alternative program of choice.

Caution: Most students with disabilities are not eligible for the nonstandardized HSGQE and should continue to take the modified HSGQE even if they have difficulty passing it. Moreover, because the nonstandardized HSGQE is a very rigorous assessment, some students who are eligible for this assessment may find that the modified HSGQE is more advantageous to them.

If an eligible student receives a proficient score on either the modified HSGQE or the nonstandardized HSGQE, the student has satisfied state requirements for passing the HSGQE. An eligible disabled student may meet state requirements for passing the HSGQE using any combination of testing under standard conditions, testing with the use of accommodations, or passing an approved alternative assessment (modified HSGQE or nonstandardized HSGQE).

If a student does not achieve a proficient score on the HSGQE or the alternative assessment program, the student is eligible to receive a certificate of achievement if all other state and local requirements for graduation have been met.

The Modified HSGQE

The modified HSGQE is the HSGQE given with allowable modifications — changes to the test situation that normally would not be allowed. Some modifications are permitted here because of the high stakes of the HSGQE and because the significant help they provide to a student outweighs their compromising effect on the validity of the test.

The department and the IEP or 504 team have an important role to play in deciding whether a modification should be provided to a student. The IEP or 504 team will determine whether a particular modification is appropriate for a student on the subtests of the HSGQE on which the student has had difficulty. The IEP or 504 team will then apply to the department for approval of the proposed modification. Forms are available on the department website at www.eed.state.ak.us/tls/assessment/modified.html. The department will determine whether the benefit of the modification outweighs its potentially adverse effect on the validity of the test. As explained in the next section, not all modifications will be approved.

When is a modification allowed on the modified HSGQE?

No definitive list of allowable modifications can be made because of the variety of disabilities and educational programs provided to students with disabilities.

Some changes to the HSGQE and its test administration procedures cannot be allowed because the changes would make the test score meaningless or compromise the security of the test. Although the following list of disallowed modifications is not exhaustive, it should give guidance to IEP and 504 teams. Examples of disallowed modifications include:

- Changing the cut score on the test.
- Reducing the number of questions on the test.
- Helping a student find the correct answer to a question.

These modifications would prevent the state from measuring a student's proficiency.

Examples of modifications that the department may approve are listed in Table 3. An IEP or 504 team must apply for and receive approval for any modifications used on the modified HSGQE, even if the modification is listed in Table 3. Table 3 is not comprehensive, however, and the department may approve other modifications for the modified HSGQE. Applications for the modified HSGQE will be considered on a case-by-case basis.

TABLE 3. Examples of Acceptable Modifications for the Modified HSGQE

- Allowing a student to ask a test proctor for clarification of a test question.
- Allowing signer to clarify test questions for a deaf student.
- Allowing use of a spell check on a word processor.
- Allowing all tests to be read aloud (see appendix for guidance).
- Allowing use of a grammar check on a word processor.
- Allowing use of a graphing/scientific calculator.
- Allowing a student the use of a dictionary or thesaurus.
- Allowing a student to use math or writing commercially published resource guides.
- Allowing voice recognition software and word processor.
- Allowing proctors to provide synonyms for unknown words if requested by student.

Caution: These modifications may be used only in the modified HSGQE. Use of these modifications in a regular assessment would render the assessment invalid.

Steps for using the modified HSGQE

Convene a meeting of the IEP or 504 team to discuss and determine the need for the modified HSGQE. Make sure that the IEP or 504 plan specifically lists the need for the modification(s) proposed for the modified HSGQE within the program and assessment modification sections.

Complete the Application for Modified HSGQE form and mail, fax, or email it to the department. Be sure to include copies of the pages in the IEP or 504 plan that call for a modified HSGQE, and make sure that it identifies the student. Forms are available online at www.eed.state.ak.us/tls/assessment/modified.html, and may also be obtained directly from the department. Modified HSGQE applications must be received 60 days before the date of test administration to ensure that the request will be processed. If an application is received late, the department may not be able to process it before the test administration and no reconsideration will be allowed on a decision made on a late-filed application.

If the student's application is accepted or partially accepted, it is the district's responsibility to ensure that the modifications are available on examination day and the test proctor understands the testing procedures.

If an application is rejected, the IEP or 504 team may submit a new application with appropriate revisions and documentation.

The department will approve a modified HSGQE only if it meets the following requirements:

1. The student has made at least one attempt to pass all sections of the HSGQE **with or without** accommodations.
2. The student's IEP or 504 team has designed the modification to fit the student's needs and disability. This is further documented in the IEP or 504 plan.
 - Appropriate: reading disability requesting a read aloud modification.
 - Not appropriate: reading disability requesting a calculator modification.
3. The student uses the proposed modification on a regular basis in the classroom, or if not, an explanation of why not. This is evident when documented in the program modification section of the IEP or 504 plan.
4. The modification does not breach test security.
5. The modification does not prevent the measurement, to the maximum extent possible, of the student's proficiency on the standards tested on the HSGQE.
6. The modification does not make it impossible for the test company to score the test.
7. The application includes a copy of the relevant page(s) from the IEP or 504 plan listing and detailing the modification(s) in the program and assessment sections.
8. The requested modified HSGQE is for only those content areas in which the student received a score of less than proficient on the HSGQE.

What to do if you disagree with a rejection of requested modification

The department's alternative assessment program manager makes the initial decision regarding modifications requested in an application for the modified HSGQE. If a district disagrees with that decision, the district may request reconsideration of the decision by the commissioner, as provided in 4 AAC 06.775. Access the Modified/Nonstandardized HSGQE Request for Reconsideration (form #05-05-019) on the department website at www.eed.state.ak.us/forms/home.cfm.

The Nonstandardized HSGQE

The nonstandardized HSGQE requires a student to prepare an extensive collection of work that reflects competency in each of the state standards tested on the HSGQE. The work is then graded by a jury to ensure that the student has met those standards. The nonstandardized HSGQE is available only to disabled students who:

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- are working at or near grade level;
 - have taken but not passed the HSGQE with or without accommodations; and
 - have a documented history of being unable to demonstrate proficiency on a standardized assessment because of one or more of the following conditions:
 - the student has a severe emotional or behavioral impairment or a pervasive developmental or other disability that causes the student to be unable to maintain sufficient concentration to participate in standard testing, even with accommodations or appropriate modifications;
 - the student cannot cope with the demands of a prolonged test administration because of multiple physical disabilities, severe health related disabilities, or a neurological disorder; or
 - the student has a significant motor or communication disability that causes the student to need more time than is reasonable or available for testing, even with the allowance of extended time.

An IEP team must confirm that a student meets these requirements before allowing a student to submit a nonstandardized HSGQE. The special education director or superintendent must approve the student's eligibility for the nonstandardized HSGQE. Most disabled students, including those who have not yet passed the modified HSGQE, will take the modified HSGQE rather than participate in the nonstandardized HSGQE.

To have a student participate in the nonstandardized HSGQE, an IEP team should submit an application for the nonstandardized HSGQE on a form provided by the department. All information and forms are available on the department website at www.eed.state.ak.us/tls/assessment/nonstandardized.html, and may also be obtained directly from the department. The department suggests the application be submitted as soon as the IEP team determines this option. The nonstandardized HSGQE regulation requires the application must be submitted on or before September 30 of the student's intended year of graduation. Waiting until the student's senior year may limit other opportunities to pass the HSGQE. The application must include evidence to support the student's eligibility, including:

- diagnoses from a mental health clinician or the school psychologist;
- evidence that the student is performing at or near grade level, including unmodified grades or performance on nonstandardized assessments; and
- evidence that the student cannot demonstrate the student's proficiency on standardized assessments.

The department's alternative assessment program manager makes the initial decision regarding whether to accept an application for the nonstandardized HSGQE. If a district disagrees with that decision, the district may request reconsideration

of the decision by the commissioner, as provided in 4 AAC 06.775. Access the Modified/Nonstandardized HSGQE Request for Reconsideration (form #05-05-019) on the department website at www.eed.state.ak.us/forms/home.cfm.

The Nonstandardized HSGQE Process

The district must first convene a team to evaluate the nonstandardized HSGQE, and certify that:

- the work presented for evaluation was prepared exclusively by the student;
- the extensive collection of work covers each of the standards described in the publication the *Nonstandardized Assessment Administrative Manual*; and
- the extensive collection of work demonstrates proficiency on each of the standards described in the *Nonstandardized Assessment Administrative Manual*.

The district team must include representatives from the IEP team and a content teacher for each content area addressed in the collection of work. If the district cannot verify that these conditions have been met, the district should not forward the collection of work to the department for review by the state jury.

The state nonstandardized HSGQE jury is a panel or panels of educators with expertise in the subject being tested. The jury will apply rigorous standards in evaluating a collection of work to ensure that the work validly reflects proficiency in the state standards tested by the HSGQE. If, in evaluating the work, a jury cannot conclude that the work was prepared by the student or that the work demonstrates proficiency, the jury will reject the nonstandardized HSGQE. If the jury confirms that the student has demonstrated proficiency, the student will have successfully completed the alternative assessment program, and be eligible for a diploma.

The scoring of the nonstandardized HSGQE will be based on the *Nonstandardized HSGQE Holistic Scoring Guide*. The scoring guide requires significant quantities of evidence and consistency to ensure that the assessment is a valid and reliable indicator of proficiency. The scoring guide is located in the *Nonstandardized Assessment Resource Guide*. All forms and scoring guides are available online at www.eed.state.ak.us/assessment/nonstandardized.html.

Special Cases

In some rare and unusual circumstances, the situation might require that a student receive a waiver from the HSGQE requirement. For example, a student who has arrived late to the system or experienced a sudden and traumatic event close in time to the student's final test may be eligible for a waiver. Districts, IEP and 504 teams, and parents should carefully review the regulations governing waivers:

4 AAC 06.772, 06.773, and 06.774, which can be accessed through the department website at www.eed.state.ak.us/organization.html.

If a diploma track student is unable to participate in one or more subtests of the HSGQE, the student may be eligible to take the modified HSGQE for that subtest, or, if eligible, the nonstandardized HSGQE, in the student's sophomore year. He or she may then obtain a waiver of the requirement to have first taken the HSGQE for that subtest. A student who is unable to participate should request permission from the district's governing body to take the modified or nonstandardized HSGQE in place of the HSGQE by October 31 of the student's sophomore year, or in the first year that the student enrolls in public school in the state. The request must include the following:

- a history of the student's participation in assessments, including standardized assessments, for the subject area in which the student is unable to participate;
- evidence from the historical record of the student's IEPs that document and validate the student's need for modification on standardized assessments; and
- other evidence, which may include medical evidence, that documents the link between the disability and the modification.

A governing body will grant this request only if the student has a history of not being able to participate in standardized assessments. If permission is granted, the application is state approved, the student passes all subtests and meets the other requirements of graduation, the IEP or 504 team then applies for a waiver of the requirement to take the HSGQE in a standard format without modifications from the governing body. The department suggests the application for the nonstandardized HSGQE be submitted at the time of the Request for Permission is granted. Waiting until the student's senior year may limit other opportunities to pass the HSGQE.

Example: Mark is blind and because of a physical disability cannot read Braille. He has excellent comprehension of written material, but must have all reading assessments read aloud or presented on tape. He applies to take the modified HSGQE for reading in place of the HSGQE in his sophomore year, and his request is granted. He passes the modified reading subtest, and passes the regular math and writing subtests. In his senior year he receives a waiver of the requirement that he take the HSGQE for reading.

Caution: A request to take the modified or nonstandardized HSGQE in place of the HSGQE will not be granted unless a student is actually incapable of participating in the HSGQE. The inability of a student to achieve a proficient score on a standardized assessment is not evidence that a student cannot participate in the HSGQE.

GLOSSARY OF TERMS AND PHRASES

Used in the Participation Guidelines

504 Plan — A legal document falling under the provisions of the Rehabilitation Act of 1973. It is designed to plan a program of instructional services to assist students with special needs who are in a regular education setting. A 504 plan is not an Individualized Education Program (IEP) as is required for special education students.

Adaptation — Any device or change provided to a student for testing: "Adaptation" includes an accommodation or a modification.

Accommodation — A change in format, response, setting, timing, or scheduling that does not alter in any significant way what the test measures or the comparability of scores.

Alternate Achievement Standards — Expectations of performance that differ in complexity from grade-level achievement standards.

Alternate Assessment — An assessment used with significantly cognitively disabled students that measures the student's proficiency on the general curriculum against alternate achievement standards. Students taking the Alternate Assessment are on the non-diploma track.

Alternative Assessment Program — The modified HSGQE and the non-standardized HSGQE.

Certificate of Achievement — A certificate acknowledging that a student has met all district requirements for graduation, but has not passed the HSGQE.

EED — Alaska Department of Education & Early Development

ELP — English language proficiency

Embedded directions — directions for the student that are written within the assessment and not read aloud by the test administrator or proctor.

High Stakes Test — A test used to provide results that have important, direct consequences for examinees, programs, or institutions involved in the testing. The HSGQE is a high stakes test because students are required to pass the HSGQE in order to receive a diploma.

HSGQE — High School Graduation Qualifying Examination

IEP — Individualized Education Program

LEP — Limited English Proficient

Modification — A change in the content, format, and/or administration of a test that alters what the test is designed to measure or the comparability of scores. Generally, a modification makes an assessment invalid. The modified HSGQE may be taken with approved modifications because it is a special case.

Modified HSGQE — The HSGQE given with modifications that have been approved by EED through an application process.

Non-Diploma Track — An alternate academic approach that does not lead to a diploma.

Nonstandardized HSGQE — An assessment for students with disabilities that requires a student to prepare an extensive collection of work. Proficiency on the nonstandardized HSGQE requires competency in every one of the state standards that are tested on the HSGQE.

Participation Guidelines (PG) — A booklet providing guidance to school district officials, administrators, teachers, and other persons responsible for making decisions about the participation in assessments of students on an Individualized Education Program (IEP), students on federal 504 plans and students with limited English proficiency. It also provides guidance for deciding if a student requires a testing accommodation, modification, the modified HSGQE or the nonstandardized HSGQE.

Proficiency — Achievement of the performance criteria required.

Proctor — Refers to a person who administers the HSGQE. Proctor qualifications are determined through regulation 4 ACC 06.755(c). Proctors are required to administer the HSGQE.

SBA — Standards Based Assessment

Test Administrator — Includes anyone who administers a statewide assessment, including proctors. The Standards Based Assessments do not require a proctor; therefore those administering the examinations are referred to as test administrators.

APPENDIX

for the Participation Guidelines

Timing/Scheduling Tables 1 and 2

Administering the test over several days completing by the last day of the test window.

Students who use the accommodation to test over several days do not have to complete the entire subtest in one day. Grade 10 SBA–HSGQE and HSGQE Retests must be completed on or before the last day of the three day testing window. SBAs and the TerraNova must be taken during the designated testing window and completed prior to the last day of the testing window.

Description

This accommodation allows a subtest to be administered over a period of days. As with all accommodations, the request to test over several days must be documented in the IEP, 504 plan, or LEP documentation¹. Furthermore, this type of request should reflect like-type accommodations taking place in the classroom and must be documented in the Program Modifications and Supports section of the IEP and 504 plans. All documentation application materials (forms #05-05-029 and #05-05-30) necessary for the flexible scheduling accommodation are available on the department website at www.eed.state.ak.us/forms/home.cfm.

Flexible Scheduling Procedures

The intent of this accommodation is to support students who cannot complete a subtest within one testing day and are performing at or near grade level.

Specific to Grade 10 SBA–HSGQE and HSGQE Retests

1. **Deadline.** An application for flexible scheduling must be submitted to the department **NO LESS THAN 5 WORKING DAYS** prior to testing.
2. **Application.** A Flexible Scheduling Application form **MUST** be completed for each test administration and approved by EED for the Grade 10 SBA–HSGQE and HSGQE Retest. Applications must include documentation (pages

¹ IEP/504 Plan or LEP documentation must explicitly indicate the subtest should be administered over several days.

from the IEP that list assessment and program accommodations) and proof showing the student cannot finish one subtest in one day¹. Fax the completed application, the Terms of Agreement, the IEP pages indicating state/district assessment adaptations, and program modifications and supports to the department (907-465-8400) for approval **NO LESS THAN 5 WORKING DAYS** prior to the first day of planned testing.

- a. **Terms of Agreement.** The Flexible Scheduling Terms of Agreement form must be reviewed with the student and parents and signed by all parties prior to administration of the Grade 10 SBA–HSGOE or HSGOE Retest. Fax this form with the signatures from all involved parties to the department (907-465-8400) **NO LESS THAN 5 WORKING DAYS** prior to the first day of planned testing. This form **MUST** accompany the application.

Specific to SBA and TerraNova

1. Districts must create a management system when using flexible scheduling with the SBA (grades 3–9) and TerraNova to ensure all students using this accommodation are eligible (i.e., documentation exists verifying that the student cannot complete a subtest in a single day²; IEP, 504 plan, or LEP documentation reflects the need for this accommodation; and like-type accommodations are taking place in the classroom).
2. As part of the management system, the Flexible Scheduling Terms of Agreement form must be reviewed with the student and parents and signed by all parties prior to administration of the assessment. The form with the signatures from all involved parties must be kept on file and accessible to the district test coordinator.

Flexible Scheduling Security Procedures for ALL Assessments

1. Test administrators must document how security will be maintained (e.g. testing location, testing dates, pages to be completed, and storage procedures to maintain security). Special arrangements may be needed to accommodate testing over several days. The student will need a secure space for testing.
2. Students may not revisit completed parts of a test or review future portions of a test. Use of paper clips or rubber bands is suggested to secure the pages completed or planned for future testing sessions. **Do not staple or tape any part of the test.**

¹ Documentation may include incomplete test results based on district test coordinator's data and/or time sheets indicating student was unable to complete a subtest in one day during prior testing opportunities.

² Documentation may include incomplete test results based on district test coordinator's data and/or time sheets indicating student was unable to complete a subtest in one day during prior testing opportunities.

Presentation and Response Tables 1, 2 and 3

Reading the test directions or questions aloud. (individual or small group)

The read aloud accommodation may be used to read aloud any directions, writing prompts, test questions, and/or answer choices on the mathematics, science and writing subtests included in statewide assessments: Standards Based Assessment, HSGOE, and TerraNova. This accommodation applies beyond the testing directions that proctors and test administrators are directed to read aloud in the test administration manuals and includes embedded test directions.

NOTE: The read aloud modification for the **reading subtest** is only available through the modified HSGOE application process. The read aloud modification allows the reading of all test directions, reading passages, test questions, and/or answer choices on the reading subtest for the modified HSGOE.

Description

This accommodation or modification permits directions embedded in the test as well as content to be read aloud to a student during the test administration. As with all accommodations and modifications, the use must be documented in the IEP, 504 plan, or LEP documentation. Furthermore, this type of accommodation or modification must reflect classroom practice. Finally, the following considerations and instructions do not consider other accommodations or modifications in conjunction to the read aloud. Consequently, proctors must assemble groups which reflect identical IEP, 504 plan, or LEP programs for assessment purposes.

Considerations and Instructions

1. Students who use this accommodation or modification must be tested in a separate room to avoid disturbing other students.
2. For words located on a map, chart, table, etc., the proctor may either (a) read all words to the student at one time or (b) inform the student that the information can be read aloud upon student request.
3. The proctor must avoid any restating or paraphrasing of embedded directions, questions, and the like (these guidelines do not consider other accommodations or modifications in conjunction to the read aloud). Additionally, the proctor must not cue or prompt student responses.
4. The proctor must avoid any exaggerated inflection, which could be interpreted by the student as an encouragement or prompt.

